



BOARD

ORIENTATION

MANUAL

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INTRODUCTION & ACKNOWLEDGMENTS

Dear Board Member,

This manual serves to provide you with the necessary background information along with documentation regarding Athletics New Brunswick and its operation to help facilitate your transition into the role of a new board member. Please review this manual carefully and use it in conjunction with the wide variety of information available on our website. This manual can also be used by some of our seasoned board members as a reference guide.

For the new board member, it aims to outline the overall scope of the organization and provide you with the tools and information you need to be successful in your new position.

For the seasoned board member, it can be used as a reference guide to ensure you are fulfilling your duties and as a resource for important board information.

Please note that there is a 'quick reference' page with a summary of some of the main points in this manual that can be used as a fast and efficient reference should you require it. This manual will be updated on an as needed basis to provide current and up to date information including AGM minutes, financial statements, etc. Efforts should be made by the board to review the website periodically for updated information on new programs, competitions, new stories, etc. as this will help you to be more informed.

Please note that the manual is condensed so as not to overload incoming board members. Should you require clarification or more information, please do not hesitate to contact ANB staff or other board members or visit our website for more details.

Thank you for accepting a seat on the board with Athletics New Brunswick.

Marc Lalonde & Gabriel LeBlanc

Board Chair & Executive Director

ABOUT ATHLETICS NEW BRUNSWICK

BACKGROUND

Athletics New Brunswick is the governing body for track and field in New Brunswick and as such, is recognized as the both Provincial Sport Organization and the official branch of Athletics Canada. Athletics is often mistaken to mean a variety of sports, where it is actually the European term for track and field and its affiliated disciplines. We offer programs to affiliated and non-affiliated participants alike on a year round basis and receive operational funding through the Sport, Recreation and Active Living Branch of the Department of Municipalities, Province of New Brunswick.

ANB began back in 1991 as a one staff organization and has since flourished into an organization with four full time staff along with several clubs, board members and committees.

STAFF

| Executive Director | Director of HP | Director of RJTW | HP Coach |
|-----------------------------------|---------------------------------|----------------------------------|----------------------------------|
| Gabriel LeBlanc <i>Moncton</i> | Steve LeBlanc <i>Moncton</i> | Alex Holder <i>Saint John</i> | Chris Belof <i>Saint John</i> |

Between these four staff and through club implementation and partnerships, several programs are overseen, including the following (more details here <https://goo.gl/j7M3VY>):

| Grass Roots - Under 13 | Youth 13-16 | Junior and Above | Other |
|---|---|--|---|
|  Run Jump Throw Wheel |  Royal Canadian Legion |  Canada Summer Games |  Athlete Development Support Program (ADSP) |
|  Run Jump Throw - Series |  Jeux de l'Acadie |  University Athletics |  Para Athletics |
|  12 Defis Challenges |  Jeux de la Francophonie Canadienne |  Jeux de la Francophonie Internationale |  Maritime Track League |
|  Youth Cross Country Series |  NBIAA |  Masters Athletics |  Performance Practice |

MISSION



Athletics New Brunswick provides leadership, development and competition to encourage and foster both participation and high performance in Athletics.

VISION



Athletics New Brunswick will, by 2018, be recognized as a national leader and in all aspects of its organization be a reference for success within the New Brunswick sporting community.

STRATEGIC GOALS



Participation – grow the number of people involved in athletics in NB, particularly focusing on increasing athlete membership by doubling of the number of active trained coaches, as well as by a healthy increase in the number of officials and volunteers.

Performance – improve the performances of our athletes at all age levels relative to national results. Increase our number of nationally carded athletes. Improve our national medals and encourage development of high quality coaches/clubs.

Positive Experience – deliver an exceptionally positive “WOW” experience for athletes, parents and volunteers leading to increased participation, satisfaction and retention of members at a level that will be best in the country.

Coaching – increase the development of more active, trained coaches leading to progress/success in the other goals. Actions related to development and recruitment of coaches will be of a high priority.

BOARD & COMMITTEES

The ANB board features members ranging from President, Directors at Large as well representatives from various groups/organizations. Board Member terms are set for two year lengths and are responsible for helping to guide the organization and staff in the direction of our strategic plan.

THE BOARD

The Board of Directors consists of the following:

| | | | |
|-----------------------------|--------------------------|-----------------------------|--------------------------|
| President / Chairman | Vice President | Immediate Past Pres. | Treasurer |
| Marc Lalonde | Darren Blois | Bill MacMackin | Lise Lebouthilier |
| Corporate Secretary | Officials Chair | Run NB Rep. | Legion Rep. |
| Michele LeBlanc | Carl Cummings | Robert Jackson | Clayton Saunders |
| Athlete Rep. | Masters Rep. | Director at Large | Director at Large |
| Shayne Dobson | Andy Justason | Scott Anderson | Sandy Leland |
| Director at Large | Director at Large | Director at Large | Director at Large |
| Scott Davis | Sandy MacLean | Yvan Pelletier | Carol Lynn Landry |

COMMITTEES

ANB also has several committees comprised of board members who volunteer their time in order to further enhance the structure of the organization. These committees include:



Officials Committee – responsible for helping to grow our officials base and assessing the requirements of our current officials as well as looking at training opportunities.



Sponsorship & Marketing Committee – responsible for looking at ANB programs and matching them with potential sponsors to help offset costs and provide more opportunities in terms of funding.



Governance – responsible for ensuring the integrity of ANB by making staff and other board members themselves accountable for actions and regularly updating ANB's bylaws and policies.



Awards Committee – responsible for the collection of the Athletics New Brunswick award nominations and determining the winners for each of the categories.

UPCOMING BOARD MEETINGS/CALLS

PROPOSED SCHEDULE

Below is the proposed board meeting schedule for the 2018 calendar year:

| DATE | MAIN PURPOSE | TYPE |
|-----------------------------|---|-----------------|
| January 24, 2018 – 8:30pm | 2018 Budget Approval | Conference Call |
| March 7, 2018 – 8:30pm | Approval of 2017 Financials | Conference Call |
| April 25, 2018 – 1-4pm | SAGM – 2019-2024 Strategic Plan Discussions. New by law and/or policy reviews | UdeM Campus |
| June 6, 2018 – 8:30pm | Optional: Lead into summer activities | Conference Call |
| September 19, 2018 – 8:30pm | Prep for AGM; Staff Reviews & Strategic Plan Discussions | Conference Call |
| November 4, 2018 – 10am-2pm | Approval of 2019-24 Strategic Plan – AGM – Changes in by laws and policies | Oromocto |

Board members are expected to attend all scheduled meetings so that a quorum can be made (unless otherwise stated). Those who are unable to attend are asked to please inform the president as soon as possible.

EXPENSES

Athletics NB does cover several of the expenses incurred by board members as a result of travel for meetings. Expense forms can be found on the ANB website (<http://www.anb.ca/General/forms.php>). If you are uncertain about an expense, please contact Executive Director, Gabriel LeBlanc to assist with your inquiry.

Expenses to be covered as follows:



Travel - \$0.30 per kilometer. We strongly encourage board members to travel together whenever possible to help mitigate these costs.



Meals – covered by per diem; breakfast \$8.25; lunch \$9.75; supper \$19.50



Accommodations – confirm with Executive Director. Receipts must be provided.

QUICK REFERENCE



ANB employs four full time staff and has a Board of Directors comprised of 17 positions ranging from President, Directors at Large to Treasurer. For a full list of staff, board members and clubs including contact information, please visit: <https://goo.gl/eohXyT>



Mission - ANB provides leadership, development and competition to encourage and foster both participation and high performance in Athletics. Visit our 'About' page for more general information on ANB: <https://goo.gl/dHWJGY>



Programs offered by ANB range from grassroots to high performance and are overseen by staff, clubs and partners. Visit our 'Programs' page for more program information: <https://goo.gl/6toDNk>



Several committees exist in conjunction with ANB board members and have a wide variety of responsibilities.



The proposed schedule for board meetings can be seen above in Section 3. However, meetings such as the SAGM and AGM along with upcoming events can all easily be found on our 'Calendar' page online here: <https://goo.gl/xp9Nu>



Minutes from teleconferences are circulated online by email, but past SAGM and AGM minutes can be reviewed online on our 'AGM' page here: <https://goo.gl/QoBUvK>



The Strategic Plan for 2014-2018 with a focus on enhancing participation, performance and positive experiences can be found here: <https://goo.gl/S9dHCe>



The Constitution and Bylaws document that governs ANB was created in 2011 and is updated on an as needed basis (committee). The online document can be found by visiting the following link: <https://goo.gl/4kqh8Z>



The Policies (including code of ethical conduct, privacy, etc.) are all uploaded here: <https://goo.gl/SjmSuY> . Specifically, board members should review Policy Statements 15.0; 21.0 and 21.1 for more information on responsibilities and code of ethical conduct.



ANB's year end financial statements will be emailed to all incoming board members. If you do not receive a copy of this document, please contact the Board President.